

I-Billing for Child Care

Step-By-Step Instructions for PROVIDERS

Internet Billing is the easiest and most convenient way to bill Michigan's Department of Human Services (DHS) for state-funded child care. These step-by-step instructions explain how to use the I-Billing system.

STEP 1

Go to www.michigan.gov/childcare. On the left-hand side of the screen click on *"Provider Billing and Payments"* in the blue box.

STEP 2

Click on the link *"Send Billing Form over the Internet"* in the top box under *"Internet Billing."*

STEP 3

Click on the *"Login to I-Billing"* link. When you enter the system, you will see the CDC Provider log-in screen.

Enter your seven-digit Provider ID number and six-digit PIN.

NOTE: You will be required to change your Personal Identification Number (PIN) every 180 days. You can change your PIN from the Main Menu of the Internet billing screen. If you forget your PIN, you can submit a PIN change request by calling 1-800-444-5364, and a new PIN will be mailed to you.

STEP 4

After you log-in, you will be directed to the main menu. Select the pay period you would like to bill for, and then click the *"Work on Billing Invoice"* button.

STEP 5

Enter the child care billing hours for *<child name>*. You will enter both regular child care hours and ill/holiday child care hours.

Round child care hours to the nearest half-hour. For example, if you provided care for 6 hours and 35 minutes, you will enter 6.5.

Then, enter the Total Charges for the pay period. Round this amount to the nearest whole dollar. For example, if the total charges for the pay period are \$146.85, you will enter \$147.

Follow this step for each child you provided care for who is listed on the I-Billing screen.

STEP 6

If you provided care for more children than listed on the first page, click the *"Next"* button under the last child listed on the current page.

NOTE: If a child is not listed, that child has not been authorized.

STEP 7

You may choose to “*Save and Continue*” or “*Save and Return to Main Menu*.”

If you choose to “*Save and Continue*,” your work will be saved, but it will not be submitted to DHS. You will remain on the current page in the I-Billing system. If you make this selection, you will not have exited the system.

If you choose to “*Save and Return to the Main Menu*” your work will be saved, but it will not be submitted to DHS. You can go back and finish this at a later time. If you make this selection, you will be exiting the system.

NOTE: You must keep complete and accurate records of daily attendance for all DHS-funded children you care for. These must show the daily care begin time and daily care end time for each child. You must retain these attendance records for four years from the date of care for auditing purposes. You may access the *Provider’s Child Care Daily Time and Attendance Record, DHS-1546*, from the DHS public website at www.michigan.gov/childcare.

STEP 8

When you have entered your billing information, you must check the “*Certify*” box located at the bottom of the reporting screen. After you have checked the “*Certify*” box, click on the “*Submit to DHS*” button.

STEP 9

A completed invoice (PDF file) will appear that you may print for your records. This invoice does not replace your completed Time and Attendance Record that you must retain for four years.

To close the PDF file, click the “X” in the upper right hand corner of the screen. You will then be directed to the I-Billing main menu where you can exit the system.

NOTE: If you have questions about I-Billing, you may use our online Provider Billing Training located at: www.michigan.gov/childcare.

For help with I-billing or Telephone billing, you may speak to someone weekdays, except holidays,
by calling: 1-866-990-3227

Monday, Tuesday, Thursday, Friday	8:00 a.m. – 5:00 p.m.
Wednesday	8:00 a.m. – 7:00 p.m.
Saturday	9:00 a.m. – 1:00 p.m.

Extended hours on Wednesdays and Saturdays are effective April 1, 2009 through June 30, 2009.

You may also report billing hours by using the Telephone Billing system at:
1-888-779-2775 (touch-tone)
1-888-826-1772 (voice-activated)



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